



Carnivals or Fairs:

An operational permit is required to conduct a carnival or fair within Davidson County. The Zoning Department of Metro Codes must also be contacted in order to obtain an additional required permit from Metro Codes. The Metro Codes permit must be applied for **BEFORE** the Fire Marshal's Office operational permit application is submitted. As with all Fire Marshal's Office operational permits, the application for the carnival or fair must be submitted **a minimum of 15 business days BEFORE the START of the event.**

Documentation must be provided to the Fire Marshal's Office that includes, but is not limited to, the following:

- Site map with a detailed legend drawn to scale or provided with dimensions including:
 - All areas used for the event including location of all booths, exhibits, amusement devices, etc.
 - Location of all exits and aisle widths drawn to scale.
 - Location of all fire protection equipment/features (extinguishers, fire hydrants, commercial kitchen hood extinguishing system, etc.).
 - Location of all cooking activities (including areas that are utilizing hood exhaust and extinguishing systems).
 - Location of any hazardous materials.
- Copy of the Emergency Plan.
- If applicable, list of hazardous materials and their quantities.
- State of TN permit for Amusement Devices is required.
- State of TN annual Amusement Device inspection report is required.
- Copy of Liability Insurance Coverage (with Metropolitan Government of Nashville & Davidson County listed as an additional insured) is required.
- If fireworks or flame effects are to be used, a separate **Pyro and Flame Effects** permit will be required.

A minimum of one (1) trained crowd manager or crowd manager supervisor must be provided per 250 attending persons.



The duties and responsibilities of Crowd Managers or Crowd Manager Supervisor shall include an understanding of the following:

- Crowd manager roles and responsibilities.
- Safety and security hazards that can danger public assembly.
- Crowd management techniques.
- Introduction to fire safety and fire safety equipment.
- Methods of evacuation and movement.
- Procedures for reporting emergencies.
- Crowd management emergency response procedures.
- Paths of travel and exits, facility evacuation and emergency response procedures and, where provided, facility shelter-in-place procedures.
- Familiarization with the venue and guest services training.
- Other specific event-warranted training.

Emergency Plans shall include, but not be limited to:

- Emergency egress or escape routes and whether evacuation of the entire event space or specific areas only is required during an emergency.
- Procedures for employees who must remain to operate critical equipment before evacuating.
- Procedures for assisted rescue of persons unable to use the general means of egress unassisted.
- Procedures for accounting for employees and occupants after evacuation.
- Identification and assignment of personnel responsible for assisting evacuation process.
- Primary and alternate means of notifying occupants of a fire or emergency.
- Primary and alternate means of reporting fires or other types of emergencies.
- Identification and assignment of personnel who will be the point of contact for further information or explanation of duties under the plan.
- Site plan indicating evacuation assembly points(s), location of fire hydrants, and normal routes of fire apparatus access.



During the application process be prepared to provide the following information/documentation:

1. Event name and location
2. Expected attendance and occupant load for the event space
3. Initial set up date, event start and end date, and date of complete removal from the property
4. If hazardous materials will be present, please attach a list of all hazardous materials that will be present along with their quantity.
5. Site layout
6. State of TN Permit for Amusement Devices
7. State of TN Annual Amusement Device Inspection Report
8. Emergency Plan
9. Liability Insurance Coverage (with Metropolitan Government of Nashville & Davidson County listed as an additional insured)